
Welcome to...

IPAC Processing

Welcome and Introductions



✓ Change Discussions

✓ RWD SAP 4.6C

Course Objectives



- At the end of this course, individuals should be able to use SAP to:
 - Define key IPAC terminology
 - Describe key IPAC process flows
 - Successfully enter IPAC invoices and process IPAC payments in SAP



Benefits of IPAC



- SAP provides an automated means to:
 - Input transactions and retrieve reports from IPAC
 - Transmit IPAC transactions in a real-time environment, providing detailed information with each transaction
 - Allows for more timely reconciliation of IPAC transactions



Course Schedule



<u>Agenda Item</u>	<u>Time (hr)</u>
1. Introduction	00:15
2. Background	00:20
3. Topic 1: Process IPAC Payments	01:20
4. End of Course Review/Feedback	00:05
Total Course Time	02:00 hrs



Course Structure



- Process Flows
 - Overview of key business processes and related SAP concepts
- Demonstrations
 - Trainer-led examples of key SAP transactions
- Exercises
 - Real-life business tasks using Core Financial business procedures
- Training Course Feedback
 - Assessment of course effectiveness using the on-line training course feedback form



Course Tool: On-Line Quick Reference



- Purpose of the On-Line Quick Reference (OLQR) tool:
 - Provide procedures, job aids, and Help content via the Intranet
 - Assist during and after Instructor-Led Training (ILT) and Web-Based Training (WBT)



Prepare Your Workspace



- Take a few minutes to prepare your training workspace:
 - Review the reference materials; become familiar with the content
 - Logon to SAP R/3

Background Knowledge

Background Knowledge



- Key definitions:

- **IPAC:** Inter-Agency Payments and Collections (IPAC) is an automated process to transfer funds to and from government agencies and record in the NASA system
- **MIR7:** SAP transaction used to enter a vendor invoice or credit memo
- **F110:** SAP transaction used to create and execute a payment proposal
- **F-04:** SAP transaction used to clear a document
- **F-48:** SAP transaction to enter an advance
- **F-54:** SAP transaction to clear a prepayment



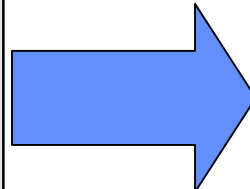
Background Knowledge



Differences between SAP and the previous system:

Old system:

- Funds transferred through IPAC system from agency to agency
- End-Users manually input IPAC transactions in GOALS



SAP system:

- Interface posts transactions directly into IPAC
- End-users input transactions into SAP
- End-Users Retrieve reports from the IPAC system
- Enables NASA to transmit transactions in a real-time environment
- Provides detailed information with each payment



Topic 1

Process IPAC Payments

Topic 1: Overview



- Process IPAC Payments
 - The Intra-governmental Payment and Collection (IPAC) System is designed to transfer funds and provide the capability to include descriptive information related to each transaction
 - The IPAC system is used by government agencies with a valid Agency Location Code (ALC) and authorized security
 - The goal of this process flow is to process NASA and/or Vendor Initiated transactions
- Process Flows: Manage Accounts Payable
 - Sub-Process: Process IPAC Payments
 - Goal: Process NASA and/or Vendor Initiated Transactions



Topic 1: Objectives



- Upon completion of Process IPAC Payments individuals should be able to accomplish the following:
 - Process IPAC invoices
 - Process credit memos for IPAC invoices



Topic 1: Process Flow



Manage Accounts Payable – Process IPAC Payments



Topic 1: Adjustments



- NASA Center Initiated Adjustments
 - IPAC Credit Memo created by AP IPAC Processor
 - Payment Proposal created for IPAC credit invoice
- Advances
 - Advances to other government agencies created by AP IPAC Processor

Topic 1: Clearing Document



- Clearing Documents
 - Items paid or collected through IPAC must be cleared
 - SAP assigns a clearing document number and clearing date
 - Invoices marked as paid when cleared



Demonstrations and Exercises Introduction



Demonstrations and Exercises



- **Enter and Process IPAC Transactions and Clear Log**
 - **Enter Invoice**
 - **Enter Credit Invoice/Clear Invoice Document**



Topic 1: Debrief



- ▶ The IPAC Processor determines if the invoice or purchase order indicates that a payment will be processed via IPAC
- ▶ The AP IPAC Processor will initiate a download of the IPAC transactions and create the payment proposal
- ▶ For any NASA center initiated adjustments the AP IPAC Processor will create an IPAC credit memo
- ▶ The AP IPAC Processor will enter advances to other government agencies
- ▶ Items, which are paid or collected through IPAC, must be cleared



End of Course Review

Review Objectives & Expectations



- Everyone here should now be able to:
 - Define key IPAC terminology
 - Describe key IPAC flows
 - Successfully enter IPAC invoices into SAP, and process IPAC payments in SAP



Available Resources



- SAP Practice Training Instance
- OLQR
- Super-users within each department
- Job Aids



Extra Practice - SAP Training Instance



- Use data from course training guide to practice transactions

The training database provides a “safe” environment to develop and practice skills without affecting production.

Congratulations!

Training Course Feedback



- The on-line training course feedback will:
 - Assess the effectiveness of the instruction and training materials for the course
- To access the feedback form:
 - Launch your Web Browser
 - Enter the following URL address:
<http://www.zoomerang.com/recipient/survey-intro.zgi?ID=S92WBAWLSKWA&PIN=994RHHDW8RK7>
 - Complete and submit feedback by following the directions within the on-line form

